# Attention!! EDI Trading Partners: Clearinghouses, Software Vendors, and Billing Agents

HP Enterprise Services requires that all actively enrolled EDI X12 submitters sending files electronically via batch upload on the Web, Secure File Transfer Protocol (SFTP), or through PES must have a Secure Web Portal Trading Partner Logon ID. This Trading Partner Web Logon is necessary in order to upload EDI X12 Batch files via our secure Web Portal and also in order download X12 transaction reports such as Electronic Remittance Advice (ERA) 835 files on behalf of Providers. Note: This applies to all EDI X12 batch submitters sending files regardless of transmission method used). These Trading Partner Web logons are assigned by EDI Services to all active Trading Partners who were enrolled for electronic services with ACS prior to July 31, 2010.

All Trading Partners who successfully completed and passed Ramp Manager testing with HP Enterprise Services EDI Services Unit on or before Oct. 15, 2010, will be sent their Trading Partner Web Portal Logons via email to the email address used to register their Ramp Manager accounts by Oct. 26, 2010. Those actively enrolled Trading Partners who did not submit EDI X12 batch test files into Ramp Manager prior to October 15, 2010, will receive their Trading Partner Web Portal PIN Letter via the U.S. Mail by October 26, 2010, which will enable them to access our secure Web Portal to be able to Trade Files Electronically (Upload/Download Feature). Trading Partners who did not receive their Trading Partner PIN Letters prior to go live, will need to contact the EDI Services Unit to update their account information. A new PIN can be reissued by the EDI services team.

Once the trading partner Web Portal account has been activated, please inform your Georgia Medicaid/PeachCare for Kids™ providers that in order for you to receive their 835 (ERA's) on their behalf, the providers must logon to their secure web portal account, select Account Management, and click "Add Agent" to delegate your assigned trading partner Web Portal account. Please be sure to give them your assigned Web Portal trading partner user name and your registered e-mail address, so that they may delegate the correct EDI trading partner account. Trading Partners may wish to modify the email address registered on their account by first activating the account and logging on and clicking "Account Management" to update this information. Trading Partners must contact EDI services at 877-261-8785 (toll-free) or 770-325-9590 (local) or via email at ediservices.gammis@hp.com for assistance.

**Note:** For those trading partners who participated in EDI testing, you may have received two trading partner accounts assigned. One is for our Testing Environment (NON-PROD) and one is for our Production Environment (PROD). The user names will be identical; however, the password/security question could either be the same or different based on the setup. Also, the URLs for these environments will be different:

1.  NON-PROD= www.betammis.georgia.gov (available to EDI X12 batch submitters for testing only)
    Click "Logon" to access the secure site and log in.

2.  PROD= www.mmis.georgia.gov (this is the site is for production only). Click "Logon" to access the secure site and log in.

**IMPORTANT:** There is a separate feature on the Web Portal that will allow billing agents, and provider office administrators to register their own Web Portal accounts. This option does not allow users to create a Trading Partner account to Trade Files via the secure Web Portal (Batch Upload/Download capability). The only way to get the trading partner account created is via mail or by contacting the EDI Services Unit.

All actively enrolled clearinghouses, software vendors, and billings agents submitting EDI Batch X12 files should contact EDI Services immediately at 877-261-8785 (toll free) or 770-325-9590 (local) or via e-mail at [ediservices.gammis@hp.com](mailto:ediservices.gammis@hp.com) if they do not receive their Trading Partner Web Portal Logons by October 26, 2010. Again, this Web Portal logon ID and e-mail used to register the account should be provided to your providers so that they may to delegate you to be able to access and receive their 835s (ERAs) on their behalf. Remember, to provide the provider with the e-mail address and the web portal logon ID assigned by EDI Services for your trading partner Web Portal account (trading partner Web Portal account usernames begin with "tpid" followed by the Trading Partner ID that is on file). Failure to do so will result in the inability for the Provider to delegate you as their submitter/trading partner to download their ERA or 835 transactions on their behalf and Upload EDI transactions via the Web Portal.